

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ASSISTANT CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs complex administrative, supervisory and professional work in formulating policies for and directing the activities of the accounting and customer services divisions of the City. Employee reports to the Chief Financial Officer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, coordinating, and supervising the integrated operations of all aspects of the City's billing and revenue collection, financial accounting and reporting, and customer services functions. Work involves directing and coordinating the work of employees of both the Accounting and Customer Services Divisions. The primary emphasis is upon the administration of the City and the coordination of the work of the Accounting and Customer Services Divisions to optimally support the Finance Department, all other City departments and outside agencies. The employee is responsible for ensuring that the City is in compliance with federal, state and local government rules and regulations relating to financial operations and reporting. Supervision is exercised over the staff of the Accounting and Customer Services Divisions through a subordinate technical supervisor of each division. Considerable independent judgment, initiative and the ability to interpret and implement complex financial rules and policies are required in planning, coordinating, integrating and supervising financial operations of the City. Work is performed in accordance with established accounting and governmental finance procedures and with local laws and North Carolina General Statutes governing financial operations and reporting by units of municipal government. Employee supervises the operations of the entire Finance Department during the Chief Financial Officer's absences from the City. Work is performed under limited supervision of the Chief Financial Officer and is evaluated in terms of the effectiveness and efficiency of financial operations through conferences, reports and independent audits of financial records.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develops, implements and administers policies and procedures for the receipt, disbursement and accounting of City revenues and expenditures in accordance with

ASSISTANT CHIEF FINANCIAL OFFICER

generally accepted principles of governmental accounting and rules and regulations of the Local Government Commission of North Carolina.

Develops, implements and supervises procedures to ensure the disbursement of City funds in strict compliance with North Carolina General Statutes and other applicable legal and regulatory policies.

Assigns, directs and supervises a staff of accounting, technical, service and clerical personnel involved in financial operations and reporting and operation of the City's Customer Services Division.

Determines training needs of financial personnel and finance-related training needs of other departments and develops internal training opportunities or identifies outside programs to meet those needs.

Provides guidance and assistance regarding financial operations to other departments and outside agencies.

Directs the formulation of budget proposals, administers allocated funds, and authorizes expenditures for the Accounting and Customer Services Divisions.

Formulates revenue projections for use in budget development by the Finance Department and other City departments.

Oversees the maintenance, control and analysis of the fiscal operations of City government.

Directs Accounting and Customer Services staffs in the posting and balancing of City ledgers, preparing payroll and related records and maintaining City financial statements and other related reports.

Administers or makes recommendations for routine personnel matters affecting subordinates; including interviewing applicants, hiring, training, appraising, disciplining, etc., preparing and submitting various reports and records as required by Department management.

Oversees investment of City funds.

Prepares applications for submission to the Local Government Commission for approval and Official Statements for the issuance of debt to fund capital projects.

Oversees the collection, edit, compilation and formatting of data for presentation in the City's financial reports.

Provides administrative support and performs complex analysis for the Risk Management, Information Services and Purchasing functions.

Conducts internal administrative investigations at the direction of the City Manager.

Oversees the City's internal audit function.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of public finance administration.

ASSISTANT CHIEF FINANCIAL OFFICER

Thorough knowledge of federal, state and City laws and policies concerning fiscal operations.

Considerable knowledge of the operations of City government.

Considerable knowledge of capital debt markets.

Considerable knowledge of the current literature, trends and developments in the field of government accounting and public finance administration.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to plan, organize and direct the work of two separate operating units engaged in a variety of financial and related activities.

Ability to plan, organize and coordinate the work of subordinates.

Ability to express ideas effectively both orally and in writing.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to establish and maintain effective work relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in accounting, finance, business administration or a related field, with a master's in business, accounting or public administration preferred, and 5 to 7 years of progressively responsible experience in governmental accounting and fiscal administration, including 3 to 5 years of supervisory experience, preferably in a local government setting; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Professional certification as a Certified Public Accountant (CPA) or Certified Municipal Accountant (CMA).

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works, and to think, learn and process information using appropriate processes, procedures resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as effective team member.

Intellectual Competency: Ability to think, learn, process information, solve problems and gather necessary information using math and reading skills appropriate to job level.

ASSISTANT CHIEF FINANCIAL OFFICER

Customer Service: Ability to identify customers, determine the valid needs of a situation and provide service or service recovery in a matter that satisfies the customer.

Organizational and Community Service: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a matter that does not pose a direct threat to the health or safety of the employees or others in a workplace.

Professional Conduct: Ability to exhibit conduct that demonstrates a commitment to public service. Ability and maturity to react in a professional manner, both within and outside the organization.

Salary Grade 25

Exempt

Formerly Known As "Finance Operations Manager"